

## FEDLINK Information Alert 2017

### Deadlines for Use of FY17 Funds

### Serials Subscription Services

To order serials subscriptions services through FEDLINK's Transfer Pay Service with FY17 funds, FEDLINK requires two completed items:

1. A signed FEDLINK interagency agreement (IAA) between your agency and FEDLINK. Please submit your signed IAA as soon as possible (ahead of the deadline) to avoid delays with your orders.
2. A description of your planned purchase (i.e., requirements). For serials, your requirements must be in the form of a detailed title list. Your serials vendor is familiar with the specific format required by FEDLINK – please work with them to prepare a finalized list.

FY17 funds should be transferred to your FY17 SZ pre-award account. Please do NOT transfer funds directly into a serials vendor account – FEDLINK will take care of that when we issue your updated delivery order.

To begin this process, send an email to [fedlinkserials@loc.gov](mailto:fedlinkserials@loc.gov) immediately. FEDLINK staff will assist you in preparing the documentation necessary to complete your IAA and requirements. If you have multi-year or no-year funds, please contact us for assistance.

Please review the other FY2017 account management deadlines below.

#### FY17 Funds for Serials Subscriptions beginning in FY18

~ FY17 funds may be used for serials subscriptions beginning on or before January 1, 2018 only if:

- (1) The FEDLINK member has executed an FY17 FEDLINK IAA on or before September 30, 2017; and
- (2) The FY17 FEDLINK IAA specifically lists the serials subscriptions and the start dates for the subscription periods.

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~ FY17 funds must never be used to fund serials subscriptions ordered under FEDLINK IAAs executed by the Member and FEDLINK in FY18.

~ FY17 funds must never be used to fund serials subscription services beginning after January 1, 2018.

## Submission Dates for New and Renewal Orders

Please be aware that publishers require 6 to 8 weeks of lead time to set up new and renewal subscription orders. FEDLINK must have your final requirements and signed IAA by the following dates to avoid interruptions in serials subscription service:

### For subscriptions that begin:

October 1, 2017

November 1, 2017

December 1, 2017

January 1, 2018

### Submission Date:

August 1, 2017

September 1, 2017

September 15, 2017

September 22, 2017

## FY18 Funds for Serials Subscriptions beginning in FY18

To order serials subscriptions services beginning in FY18 using FY18, no-year or multi-year funds, you should submit an FY18 FEDLINK IAA no later than **October 31, 2017**.

If you anticipate that your FY18 funds may not be available until after Oct 31, 2017, please send an email to [fedlinkserials@loc.gov](mailto:fedlinkserials@loc.gov) to let us know.

For help establishing or amending an Interagency Agreement or help managing your account, please call the FEDLINK Hotline at (202) 707-4900.

**Details about current contracts, option years and new competitions will be announced later this summer.**

To manage your account online, go to:

[http://www.loc.gov/flicc/onlinedoc/online\\_index.html](http://www.loc.gov/flicc/onlinedoc/online_index.html)

